

THERAPY ASSISTANT - OBJECTIVE

Position Summary

Under the general supervision of the Therapist Supervisor, and under the oversight of the Therapist-Senior assigned to the building, this Therapy Assistant position participates and assists in the planning, development and implementation of an Activity Therapy Program for an identified case load at the Wisconsin Veterans Home at Union Grove (WVHUG). At the discretion of management, the position is periodically rotated from one Assisted Living or Skilled Nursing unit to another. The incumbent maintains daily attendance records and documents information pertinent to the member and his/her activity involvement, in the care plan. This position may direct the efforts of volunteers and other staff assisting with activities, and provide safe transportation for members to and from activities programs conducted on and off-campus.

Time% Goals and Worker Activities

50% A. Implementation of Activity Therapy Program

- A1. Implement the activities program based on members' interests, needs, abilities and available space and resources.
- A2. Observe and interact with member caseload to meet therapeutic goals in both group and individual settings.
- A3. Identify unsafe situations, unusual occurrences, or changes in member abilities, and advise professional staff of same.
- A4. Encourage member participation in the Activity Therapy Program.
- A5. Provide safe transportation of members to and from activity programs on and off-campus.
- A6. Document pertinent information regarding the member's attendance and his/her involvement in activities and Total Plan of Care (TPOC) goals.
- A7. Review and follow treatment plans for assigned member caseload.
- A8. Adhere to all Wisconsin Department of Veterans Affairs' (WDVA) policies, procedures and regulations related to member care.
- A9. Ensure activities are communicated to members by maintaining a monthly activity calendar, posting activities on Channel 95, creating posters/fliers, and other means.

25% B. Assistance with Planning and Evaluation of Assigned Activity Therapy Program

- B1. Participate in the planning and organization of activity therapy program of assigned member caseload.
- B2. Evaluate the activity programs based on members' interests and abilities and make adaptations to the programming following established procedures.
- B3. Provide direction to staff members or volunteers assisting with activities and provide resources for families, visitors, and other staff when no activity staff is present.
- B4. Request, direct and train volunteers to provide added support for members and activity programming needs.
- B5. Provide input into member's (TPOC), Minimum Data Set (MDS), and staffing through the Therapist-Senior.

20% C. Provision of Activity Program Support and Logistical Activities

- C1. Assist in clean-up of recreation facilities.
- C2. Complete food orders for member activities.
- C3. Reserve bus for off-campus activities.
- C4. Set up, clean, and maintain recreation equipment and facilities.
- C5. Request, receive, and maintain supply inventory.
- C6. Construct bulletin board displays of upcoming activities.

5% D. Performance of Miscellaneous Duties

- D1. Participate in staff meetings.
- D2. Provide input for policy and program decisions as requested.
- D3. Attend in-service training programs.
- D4. Participate in quality assurance initiatives.
- D5. Complete other duties as assigned.

Environmental Conditions

The working conditions are those normally associated with long-term care, skilled nursing facilities. The position operates in various parts of the facility and grounds as well as off site in a variety of settings, weather and terrain.

Knowledge, Skills, and Abilities

1. Knowledge of recreational activities utilized with residents in long term care settings
2. Knowledge of activity modification and the use and/or adaptation of various assistive devices
3. Knowledge of clinical record keeping practices, patient charting and maintenance of medical records
4. Knowledge of methods and techniques used for transporting patients in wheelchairs over varying terrain
5. Knowledge of occupational safety standards, including proper lifting techniques
6. Knowledge of patient assessment procedures
7. Knowledge of therapy program evaluation methods
8. Knowledge of rules and regulations governing patient privacy, including the Health Information Portability and Accountability Act (HIPAA)
9. Knowledge of WDVA policies, procedures and regulations related to member care
10. Skill in computer use, including the use of email, word processing, spreadsheet, and database software
11. Skill in organization and planning
12. Skill in verbal and written communication
13. Ability to follow multidisciplinary treatment plans
14. Ability to use special adaptive communication devices
15. Ability to give presentations to groups
16. Ability to establish and maintain working relationships
17. Ability to observe, monitor and recognize potential hazards or changed circumstances under all types of conditions
18. Ability to discern emergency situations and follow appropriate member assistance protocols
19. Ability to train others
20. Ability to assist patients weighing up to 350 pounds with their mobility needs
21. Ability to push carts weighing up to 75 pounds
22. Ability to frequently move equipment weighing up to 30 pounds from carts to table
23. Ability to secure wheelchairs to floor of bus
24. Ability to meet performance expectations as outlined in the annual review process and/or strategic initiatives

Preferred Qualifications

- Hold a valid driver's license and have the ability to meet and maintain standards for driving a state vehicle according to fleet management policies.